

# United States Bankruptcy Court

Western District of Michigan  
One Division Ave., North, Room 200  
Grand Rapids, MI 49503-3132  
616-456-2693

July 14, 2010



## SPEED CLAIM

*Easy Electronic Claims Filing !!*

All registered CM/ECF participants in the Western District of Michigan now have the ability to file a proof of claim via Speed Claim. Speed Claim is a module developed by the U. S. Bankruptcy Court for the Western District of Tennessee that eliminates the redundancy in data input when preparing and filing a proof of claim electronically.

With Speed Claim there is no additional software required. The registered filer simply logs into CM/ECF, goes to the "File Speed Claim" link located off of the Bankruptcy option on the [blue](#) main menu bar, enters the claim information in an html facsimile of the official proof of claim form, and the process is done! Prior to submitting your claim for filing, you also have the option to attach any supporting documentation in pdf format.

Please see the attached instructional guide for a detailed explanation of how to file a claim utilizing the Speed Claim module.

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## File Speed-Claims

This process explains how to file a Proof of Claim using the "File Speed-Claim" module in the electronic case filing system (CM/ECF).

**STEP 1** Click the **Bankruptcy** option on the CM/ECF **Blue** Main Menu bar.

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ◆ Click on the **File Speed-Claim** hyperlink located under **Claim Events**.

**STEP 3** The **CREDITOR SEARCH** screen will display.

- ◆ Enter the case number in **yy-nnnnn** format in the appropriate box
- ◆ Enter the Last/Business Name of the creditor in the Name of Creditor box. (Additional search clues are shown below)

**Creditor Search Hints:**

- Searching is not case sensitive (Smith or smith)
- Include punctuation (O'Brien)
- Partial names can be entered (Smi)
- Significant words or names are effective (Radio for Radio Shack and Northwest Radiology)
- Try alternate search clues if your first search is not successful

**CAUTION:** Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

- ◆ Click **Next** to search the creditor database for this claimant.

**STEP 4** The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria.

**NOTE:** If no search criteria was entered, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

A pop-up will appear reflecting the name and address of the creditor you have selected. There will also be an indication if claims have been previously filed by this creditor and the claim number(s). If the creditor is correct select [Yes]

- ◆ If you are unable to find a the creditor after using different search criteria, the **Add Creditor** hyperlink allows you to add the creditor to the case.

**NOTE:** Clicking on the **Add Creditor** hyperlink will take you out of the **File Speed Claim** module and into **Creditor Processing**. Once the creditor is added you will then need to go back to the **File Speed Claim** module.

**STEP 5** A html fillable Proof of Claim Form will be displayed.

- ◆ Enter the data in the appropriate fields.

**VERY IMPORTANT:** Please remember to redact any personal information on the form (or in any supporting documents/attachments) in accordance with Fed. R. Bankr. P. 9037.

Note: Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- ◆ If you are also filing supporting documents to the claim, then select the [Yes] radio button at the bottom of the form following **Attachments to Document** prompt.
- ◆ When you have completed this screen, click **Next** to either complete the filing of your claim or to attach supporting document(s) to the form.

**STEP 6** If attaching a **PDF Document** in support of the proof of claim

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

**NOTE:** Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- ◆ Select the Type of document from the drop-down or type in a brief description and select [Add to List]. Repeat this process until all attachments are added.
- ◆ Click **[Next]** to complete filing.

**STEP 7**

The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. The claim is now part of the official court record.

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, simply scroll to the bottom of the Notice of Electronic Filing and select "[File another claim](#)", "[File another SpeedClaim](#)" or click **Bankruptcy** from the [Blue](#) menu bar and select [File Speed-Claim](#). Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.